



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply and fill the following vacant position:

## DEPARTMENT OF BUDGET AND TREASURY

SUPPLY CHAIN MANAGEMENT CLERK

PERMANENT POSITION.

SALARY: R149 728.92 per annum

Task Grade 06

### Requirements:

- a) A National Diploma / Degree, in Supply Chain Management / Accounting / Finance or relevant three-year tertiary qualification.
- b) 1-2 years' relevant experience
- c) Computer Literacy, Ms Word, Ms Excel, & Powerpoint.
- d) Knowledge of Local Government legislation e.g (MSA, MFMA, PPPFA, SCM Regulations) and relevant National Treasury and other relevant national/provincial government regulations.
- e) Applicants must have completed or studying towards Municipal Finance Management Programme.

### Duties:

Responsibilities of the Incumbent are as follows:

- a) Attending to specific control sequences and filling documents within the SCM unit.
- b) Process new supplier information referring to registration forms, maintaining database records.
- c) Corresponding through electronic mail / telephonically with suppliers /service providers and making available relevant information / documentation in accordance with procedural requirements.
- d) Communicate with suppliers, establishing the status of orders and expected delivery dates and / or prioritizing requirements for delivery in according with internal needs.
- e) Source suppliers and place orders against confirmed requisitions and interact on and establish the status of orders.
- f) Set up quotations and forward to suppliers listed on the database.
- g) Updating of requisitions, quotations register.
- h) Execute any other duties that that may be assigned from time to time by the Supply Chain Management Department.

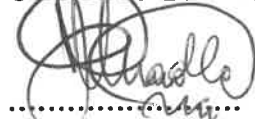
**An application form for Employment must be completed and forwarded with Curriculum Vitae and certified copies of qualifications. This application form for Employment is obtainable from Municipal office or from website.**

**All applications must be addresses to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or P.O. Box 11 Utrecht 2980. For Further information, you may contact the Human Resources Office at 034-331 3041.**

For further information, you may contact the Human Resources Office at 034 331 304.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications.
- NO late applications will be accepted.
- NO emailed or faxed documents will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications will be considered without originally certified copies of the documents and qualifications.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal / Departmental or civil cases.
- Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

**CLOSING DATE: 01 OCTOBER 2024**



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**MRS GN MAVUNDLA  
MUNICIPAL MANAGER**